Reflection 4

Scheduling Meeting

Amy Pearce

Before we realized that the district was going to have someone come meet with us to provide guidance on scheduling, we had already began the process for planning for next year. We split our SIT into different committees. The committees worked to create daily schedules, lunch schedules, resource class schedules and duty rosters. We did find some minor issues do to overlaps, but we adjusted those to work.

The positive is that we were able to create a wonderful master schedule with little interruptions. The interruptions were in very strategic places. We used an Excel file and broke the entire day into 5 minute intervals. We began by placing resource time for each grade level on the spreadsheet. Each subject block was coded a different color. We also included lunch and recess blocks back to back. From there, we completed the first pod of Kindergarten. We then placed the second pod of Kindergarten. We tried to strategically place a 2 hour block for language arts and writing. We also placed in math and science/social studies blocks. Our science/social studies is placed together because the pacing guide paces so that teachers alternate and integrate.

We then began to move and shift the blocks of time for the rest of the grades. It was nice using the Excel file because we were able to shift around, but stay within our time allotment for the day.

A couple of keypoints we tried to ensure include:

* Due to budget cuts, we will have less Instructional Assistants. We split each grade so that half of the grade teaches language arts one period and the other half at a different time. This will help to ensure there is an Instructional Assistant in the classroom during the language art block. This is a request teachers made.
* Recess and lunch are back to back to help prevent movement and interruptions during the instructional time
* There is an Intervention/Enrichment period built in everyday at the same time for all grades to allow for cross grade level remediation.

Overall, it was a great experience. I will definitely utilize the planning using 5 minute blocks of time and the Excel file again. Also, it is important to gauge the staff to find out what is important to them and try to consider that when creating a schedule, even if they are unable to be part of the process. When introducing it to the staff, we will be able to point out those aspect they have voiced was important to help create but in of the schedule.